

**Eastern Virginia Local Human Rights Committee
Meeting Minutes
May 18, 2011**

A meeting of the Eastern Virginia Local Human Rights Committee was held on Wednesday, May 18, 2011, St. Mary's Home for Disabled Children, 6171 Kempsville Circle, Norfolk, VA 23502.

Members Present:

Mr. Matthew Albright, Chair
Ms. Denise Gordon
Dr. Marcia Kennedy
Mr. David Paige

Members Absent:

Mr. George Amory, Vice Chair

Providers Present:

Jacqueline Parker-Mazyck, Holiday House of Portsmouth, Inc.
Katherine Williams, RN, MSN, Maryview Behavioral Medicine Center
Melanie Perez-Lopez, St. Mary's Home for Disabled Children
Tonya Pulliam, The Bair Foundation
Dana Newsome, Best Practices Coaching, Counseling, Consultation and Training, LLC
Rizal Cruz, AC Support Systems
Mina Mable, AC Support Systems
LaTasha Holloway, Psalms Assistive Support Services, LLC
Lamar Lane, A Positive Living
Abey Malave, A Positive Living
Melissa Mitchell, Virginia Home Based Counseling

Providers Absent:

None

Also Present Were:

Stewart Prost, Human Rights Advocate
Melanie Draughn, Holiday House of Portsmouth, Inc
Tomeka Futrell, Holiday House of Portsmouth, Inc
Theresa Waldo, St. Mary's Home for Disabled Children

I. Call to Order

Mr. Matthew Albright, called the regular session of the EVLHRC meeting to order at 9:05am, and Ms. Carmen Gerena, EVLHRC Liaison, recorded the minutes. A quorum of members was present, and the meeting, having been duly convened, was ready to proceed.

II. Approval of Meeting Agenda

Meeting agenda was reviewed and approved.

III. **Review of Minutes**

A motion to accept the minutes with correction revisions made to minutes was made by Dr. Marcia Kennedy and seconded by Mr. David Paige.

IV. **Old Business**

Mr. Rizal Cruz clarified that at the last meeting he asked for permanent affiliation for their location at 4412 Glenlake Path, Virginia Beach, VA, 23462 and temporary affiliation for their location at 4713 Haygood Point Road, Virginia Beach, VA 23455 which was granted, but not recorded as such in the minutes. Mr. Albright stated that is seemed a bit confusing if the two addresses were for the same company and in the same region that it would need separate affiliations. Mr. Stewart Prost clarified that each location needs a separate affiliation that way you know how big of an organization you have. He also stated that once this meeting has passed we will no longer have to deal with temporary versus permanent affiliations, once someone is seeking affiliation they will get the affiliation, so that will make things a lot easier to track, but as they add locations they still need to get an affiliation for each location.

Issue before the committee from the last meeting is how many times do we want the providers to come to meetings. A lot of the committees are continuing to do the 4 meetings, if you do 2 meetings you still have to report quarterly. Ms. Denise Gordon asked if we can continue with 4 meetings with the option to revisit at a later date if we get more providers and Mr. Albright agreed. Ms. Denise Gordon made the motion and Dr. Marcia Kennedy seconded it and it was unanimously approved.

Ms. Melanie Perez-Lopez mentioned the issue of Ms. Janice Burrus' expiring term and Ms. Carmen Gerena taking over as Liaison. Ms. Melanie Perez-Lopez mention that she did get feedback from most of the providers, that there was a preference to have one person be the Liaison for all 4 meetings. Mr. Matthew Albright mentioned that with one person there is continuity and that person will know who to send the information to and how we like to have the minutes done. Ms. Melanie Perez-Lopez mentioned that in the past they had more than one person do it and it didn't work as well. Mr. Stewart Prost mentioned that usually some of the committees will rotate providers for a year or so or have one person do it and compensate that person. If you look at the cooperative agreement that is what it says. The core issues are: 1) is the clerical support, 2) the meeting space, 3) refreshments and transportation and the wages. It was decided that this should be discussed at a separate meeting. Ms. Melanie Perez- Lopez asked how many people were in favor of having Ms. Carmen Gerena being the Liaison for the next year. It was unanimously in favor and the rest of the details will be worked out.

V. **New Business**

- a. **Election of Officers** – Mr. Matthew asked if this could be tabled until the August meeting. Mr. David Paige made the motion and Ms. Denise Gordon seconded the motion.
- b. **Calendar for the year** – Mr. Matthew Albright asked if the 2nd Thursday of the meeting month was okay and everyone agreed. So the Calendar is as follows: August 11, 2011, November 10, 2011, February 9, 2012, and May 10, 2012. All

meetings will be held at St. Mary's Home for Disabled Children. Mr. Matthew Albright moved to accept the quarterly meeting schedule as discussed and for the meetings to be at St. Mary's for the next 4 quarterly meetings. It was motioned by Dr. Marcia Kennedy and seconded by Ms. Denise Gordon and it was unanimously approved.

c. **Virginia Home Based Counseling, P.C.**

Melissa Mitchell represented Mr. Patrick Stiehm. Ms. Mitchell handed in a copy of their policies and procedures and papers for Mr. Prost. Ms. Mitchell also gave an overview, they provide intensive in home services and have 7 different locations throughout Virginia, most recently looking to become affiliated with the Hampton Roads area. Ms. Marcia Kennedy moved to continue the affiliation of Virginia Home Based Counseling with this particular Local Human Rights Committee and it was seconded by Mr. David Paige. Mr. Matthew Albright called for the vote and it was unanimously approved.

d. **A Positive Living, LLC**

Abey Malave, Executive Director and Mr. Lamar Lane, Program Director were in attendance. Mr. Abey Malave presented. It will be a group home for 4 residents in Virginia Beach. Mr. Stewart Prost asked Mr. Abey Malave to go over their Behavior Management Policy and Program rules. This was followed by questions and answers. Mr. Stewart Prost recommended that A Positive Living, LLC be approved and then A Positive Living would present again in August their Program Rules. Ms. Marcia Kennedy moved to accept A Positive Living as an affiliate of this Local Human Rights Committee and will accept their Program rules with correction at the next meeting and Mr. David Paige seconded it. Mr. Matthew Albright called for a vote and it was unanimously approved.

VI. Program Updates

a. **The Bair Foundation**

Ms. Tonya Pulliam announced that they were having their licensing visit after this meeting as well as their site visit. They will continue as they are.

b. **Community Options**

No representation

c. **Counseling Interventions**

No representation

d. **Holiday House of Portsmouth, Inc**

Report was given and copies of report were submitted for February 2011 – April 2011.

e. **Maryview Behavioral Medicine Center**

Report was given and copies of report were submitted for February 2011 – April 2011.

f. **Psalms Assistive Support Services**

LaTasha Holloway reported that they are in the final stages of licensing. Nothing to report at this time.

g. **AC Support System**

Report was given; they have nothing to report.

h. **St. Mary's Home for Disabled Children**

Report was given and copies of report were submitted for February 2011 – April 2011.

i. **Best Practices Coaching, Counseling, Consultation and Training, LLC**

Report was given and copies of report were submitted.

j. **Office of Human Rights**

Mr. Stewart Prost updated on the office, have a new secretary, Annette Joseph Walker. We also have a new Human Rights Advocate who started last week, Hillary Zenville, she is currently in training, so you may be hearing from her in the future.

Mr. Stewart Prost further reported on the Specially Constituted Committee and splitting it out. Margaret Walsh our director came out with some guidance on the issue. Mr. Stewart Prost reviewed the memo and the changes.

In August will go over new agreement and bylaws.

VII. **Closed Session for Human Rights Complaints, Abuse, Discrimination, Formal/Informal Complaints:**

Ms. Denise Gordon moved the EVLHRC to into executive session pursuant to the Virginia Code Section 2.2-3711 A (4) for the purpose of reviewing behavior programming and client specific data and/or complaints, investigations for Holiday House of Portsmouth, Inc, Maryview Behavioral Medicine Center, and St. Mary's Home for Disabled Children: see attached reports. Motion was seconded by Ms. Marcia Kennedy. All members present voted in favor of the motion. The motion was made to accept the information given during closed Executive Session and go into open session. All members present voted in favor of the motion.

Upon reconvening in open session, each member of EVLHRC certified that, to the best of each EVLHRC Member's knowledge, only public business matters lawfully exempted from statutory open meeting requirements, and only public business matters identified in the motion to convene the executive session were discussed in the executive session. See attached record of Executive Session.

VIII. **Adjournment**

The meeting adjourned at 11:30am.

IX. **Next Meeting:**

The next meeting of the Eastern Virginia Local Human Rights Committee will be held on Thursday, August 11, 2011, at St. Mary's Home for Disabled Children, 6171 Kempsville Circle, Norfolk, VA 23502. St. Mary's Home for Disabled Children will provide refreshments.

***Holiday House of Portsmouth, Inc.
EVLHRC Executive Session Summary***

Date of Meeting: May 18, 2011

Location of Meeting: St. Mary's Home for Disabled Children

1. Holiday House of Portsmouth went into Executive Session with the EVLHRC at 10:40a.m. Pursuant to Virginia Code 1.1-3711A for purpose of reviewing behavioral support plans, serious incidents, deaths and complaints the following was reviewed and discussed: 19 individuals behavioral supports which included the use of psychotropic medications and behavioral data was provided. The committee members approved all 19 behavioral support plans and use of medications list on the individuals Authorization form.
2. There were no serious injuries, peer on peer injuries and allegations of abuse & neglect cases reported this quarter.
3. Holiday House of Portsmouth staff came out of Executive Session at 10:55a.m.

Submitted by: J. Mazyck, BS/QMRP
HRC Liaison/Support Coordinator

Holiday House of Portsmouth, Inc

Eastern Virginia Local Human Rights Report

I. Period Covered:	February 1, 2011-April 30, 2011
II. Admissions:	(0) February (0) March (1) April
III. Discharges	(0) February (0) March (0) April
IV. Deaths	(0) February (0) March (0) April
V. Current Census	Individuals: 27 (Capacity 28)
VI. Medication Supports:	18 Individuals
VII. Supportive Devices	17 Individuals

<u>Types of Supports</u>	<u>Number of Individuals</u>
Soft Helmet	2
Benick Glove	1
Bed Side Rails	6
AFO's	5
Stander	5
Gait Trainer	1
Lap Belt	6
Thoracic Belt	1
Abductor Wedge	1
Chest Harness	6
Footrest W/Straps	6
Bathing Chair	5
Oversized Strollers w/Straps	5
Arm Pad	1
Anti-spasticity Splint	1
Air Casts	1
SMO's	4
Ortho-boot	1

Motorized Wheelchair w/straps and stander	1
Loft strand crutches'	1
Leader Air Assists splint	1
Reverse Walker	1
Swash	1
VII. Emergency Medication for Behaviors	(0)
VIII. Formal/Informal Complaints	(0) Informal
	(0) Formal
IX. Human Rights Violation	(0) February (0) March (0) April
X. Serious Injuries	(0) February (0) March (0) April
XI. Peer on Peer Injuries	(0) February (0) March (0) April
XII. Allegation of Abuse & Neglect	(0) February (0) March (0) April

5/12/2011

Reports Submitted by:

Melanie J. Draughn BSW, QMRP

Social Worker

Date

Maryview Behavioral Medicine Services

Human Rights Report February, March, April 2011

Month	ADC
February	33.6
March	42.0
April	33.1

Complaints

February - 1

March - 1

April - 1

Restrictions

February - 0

March - 0

April - 0

Investigations

February - 1

March - 1

April - 1

Administrative Discharges

February - 0

March - 0

April - 0

Serious Injury/Death

February - 0

March - 0

April - 0

Seclusion/Restraint Report February - April

ADULT

Month	Seclusion	Physical Restraint	Mechanical Restraint	Met Criteria
February	0		2	Yes
March	0		1	Yes
April	0		1	Yes

CHILD/ADOLESCENT

Month	Seclusion	Physical Restraint	Mechanical Restraint	Met Criteria
February	0		2	Yes
March	1		2	Yes
April	0		0	Yes

/jb rev. 2/2/09

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EVLHRC

Executive Session

Maryview Behavioral Medicine Center

May 18, 2011

The following is a summary of the executive session for May 18, 2011.

Three investigations were presented. There were no questions or concerns.

Submitted by: Katherine Williams

EVLHRC Representative

Date 05/03/2011

TURNING POINT PROGRAM

Turning Point Intensive Outpatient Program reports the following information for the period of February 1, 2011 to April 30, 2011.

Evening Program

Admissions:	21
Discharges:	19
Still in IOP:	8
Successful Completions:	14
Unsuccessful	4
Current Census:	8
Emergency Medications:	0
Complaints of Violation of Human Rights:	0
Aftercare Current Census:	15

The Turning Point Program continues to have a sliding census because of continued admissions and discharges. The Aftercare Program remains consistent.

Submitted by,

Donna Jones-Elliott

Outpatient Chemical Dependency Services

EVLHRC

Executive Session

St. Mary's Home for Disabled Children

May 18, 2011

The following is a summary of the Executive Session for May 18, 2011 for St. Mary's Home for Disabled Children. Pursuant to Virginia Code 1.1-3711A for purposes of reviewing behavior plans and serious incidents for 12 residents, the following was discussed in closed session beginning at 11:10 a.m.:

One death was discussed. Three serious incidents were discussed and 3 uses of emergency medical restraint. Behavior plans for use of psychotropic medications and/or restraints were reviewed on 11 residents. All plans were approved through one month following the next regularly scheduled meeting in August, 2011.

Upon coming out of Executive session at 11:30 a.m., the committee then certified that, to the best of each member's knowledge, only private business matters lawfully exempted from statutory open meeting requirements and only private business matters identified in the motion to convene the executive session were discussed in executive session. This motion was made and seconded upon coming out of executive session.

Melanie Perez-Lopez

Director of Social Work

St. Mary's Home for Disabled Children

EVLHRC

St. Mary's Home for Disabled Children

June 10, 2011

Members in attendance were: Dr. Marcia Kennedy and Mr. David Paige.

Others in attendance: Melanie Perez-Lopez, Social Worker and Terry Waldo, School Psychologist.

The meeting was called to order by Dr. Kennedy at 9:15 a.m. at St. Mary's Home for Disabled Children. Pursuant to Virginia Code 2.2-3711(A) for purposes of reviewing a health related plan for D, discussion ensued and committee was notified that the appropriate consent had been received from the legal guardian for use of restraint.

At 9:40 a.m, Mr. Paige moved that the committee come out of Executive Session. Seconded by Dr. Kennedy. In open session it was certified that only private matters related to Resident D were discussed. It was moved, seconded and approved to accept the plan as presented.

Melanie Perez-Lopez

Social Worker

St. Mary's Home for Disabled Children

EVLHRC QUARTERLY MEETING DATES AND LOCATIONS

1 ST Quarterly Meeting	9:00 a.m., Thursday August 11, 2011	St. Mary's Home for Disabled Children 6171 Kempsville Circle Norfolk, VA 23502
2 nd Quarterly Meeting	9:00 a.m., Thursday November 10, 2011	St. Mary's Home for Disabled Children 6171 Kempsville Circle Norfolk, VA 23502
3 rd Quarterly Meeting	9:00 a.m., Thursday February 9, 2012	St. Mary's Home for Disabled Children 6171 Kempsville Circle Norfolk, VA 23502
4 th Quarterly Meeting	9:00 a.m., Thursday May 10, 2012	St. Mary's Home for Disabled Children 6171 Kempsville Circle Norfolk, VA 23502